



Title: I, Payroll/Personnel Manual

Chapter: Chapter 17, *EmpowHR*

Bulletin: *EmpowHR* 09–3, User Productivity Kit (UPK) for *EmpowHR* users

Date: August 14, 2009

To: Holders of the Payroll/Personnel Manual

As part of our efforts to improve training delivery to our customers, we have simplified the process for accessing *EmpowHR* UPK training through a streamlined menu format and login process. Previously, trainings were maintained separately and required that you establish separate login user IDs/passwords per training module. We realize this may have caused some confusion; therefore, the following actions have been taken:

- Current user IDs/passwords will be deleted on the evening of August 14, 2009.
- Beginning August 15, 2009, each user will need to establish a new user ID/password to access all UPK training. The new user ID/password should be established by clicking **Create New Login** on the UPK Login page.
- All high-level UPK training modules will be displayed on the main UPK menu. Detailed UPK content for each UPK training module will be access through the standard expandable folder process.
- Password resets will be accomplished by sending an e-mail request to upkadmin@cajana.com.

As a reminder the starting point for accessing *EmpowHR* UPK training is on the National Finance Center's *EmpowHR* Web site at <http://www.empowhr.gov/9.0/training.html>.

We encourage you to visit the *EmpowHR* training modules and to return periodically to view enhanced content as it is posted. As we make major modifications to this *EmpowHR* eTraining environment, we will issue notifications to alert you to the changes.

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